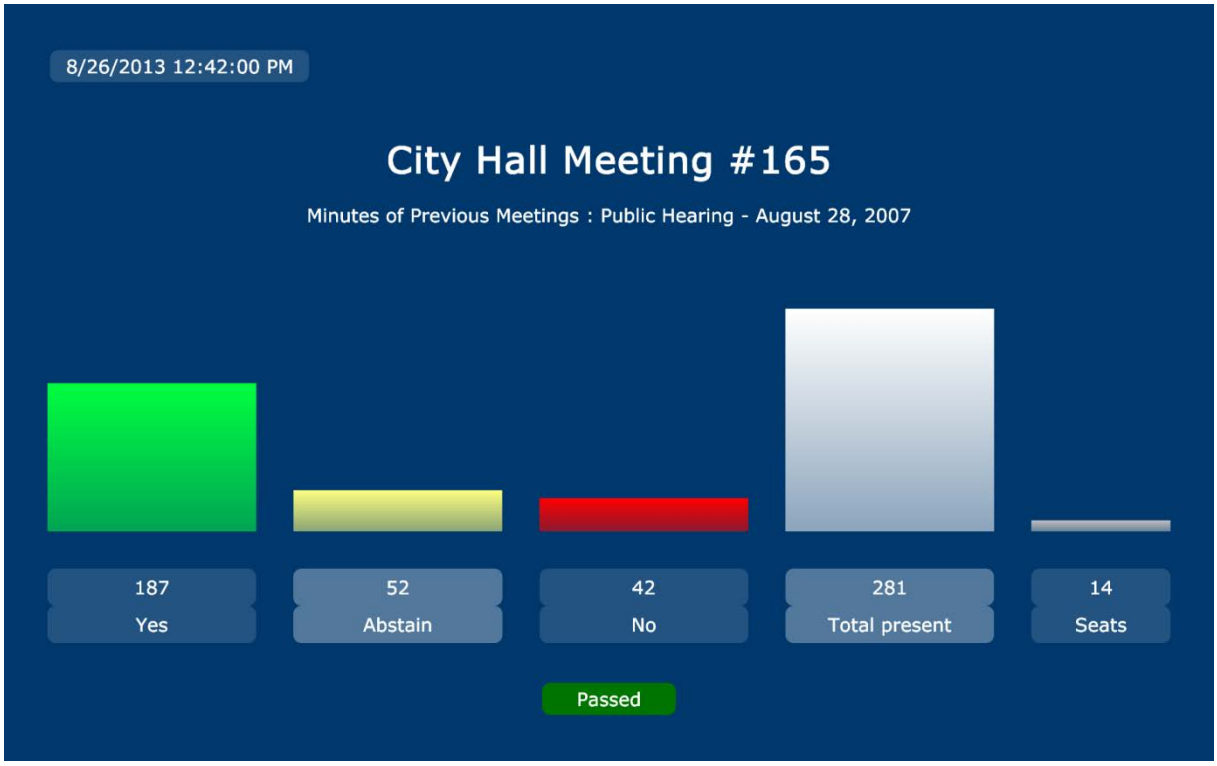
User Manual

SW 6090 CDA Conference Display Application

Version 6.2.184 +



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2 Introduction

The CDA Conference Display Application is an application in the SW 6000 Conference Management Software suite of applications. designed to show information on a display for a large audience like:

- Microphones (Speakers and speak request lists)
- Microphone mimic diagram (Speakers and speak request)
- Voting results (In list form, graphically, pie chart, mimic and individually)
- Agenda
- Logged in delegates

The presentation is normally done by feeding the VGA signal from the PC running the CDA application to a large screen projector placed inside the meeting room or hall.

The CDA application has when used in the conference no user interface. Setup of the displays on the CDA applications is done in the CAA application and the selection of the display to show is done in the CUA application.

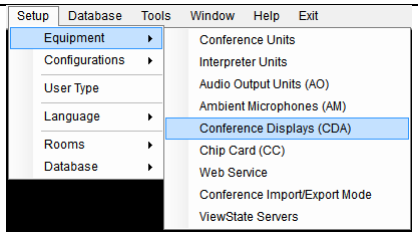
This manual has a section, both for the CAA and the CUA Application with the screens, which are used to control/setup the CDA application.

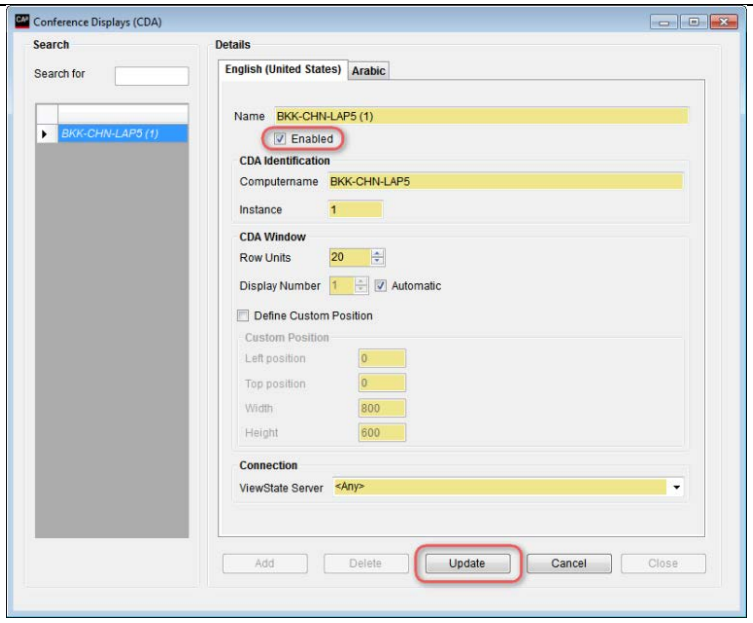
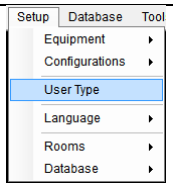
The CDA application is licensed as part of the SW 6000 Software License. There is no limitation on the number of applications, which can be installed, however only the licensed number (max 16) can be started simultaneously.

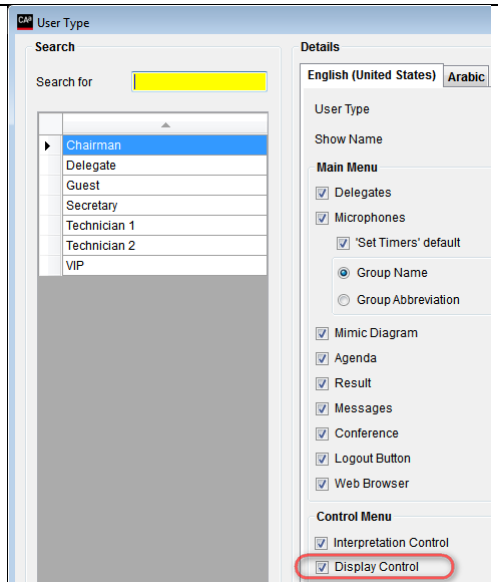
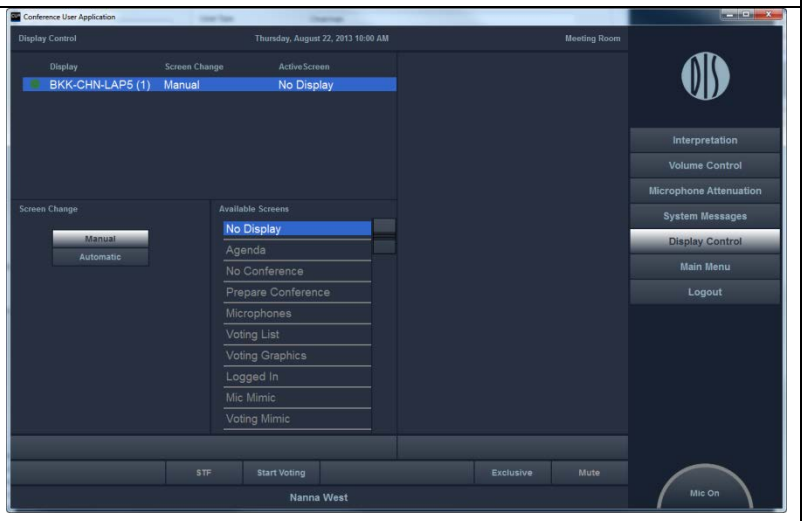
The CDA application cannot run standalone but only with the SW 6000 Basic Software.

3 Quick Guide

The following quick guide is designed for using the CDA without making any configurations to the defaults.

#	Description	Comment or picture
1.	Start the CDA by clicking the CDA shortcut on the desktop	
2. v	The CDA application will start and will show a blue connection screen informing that the CDA is searching for a connection.	
3.	Open the CAA application. Navigate to: Setup/Equipment/Conference Displays (CDA)	

4.	The 'Conference Display (CDA)' screen - left window - will show the name of the PC running the CDA searching for a connection. Select the PC in the left window and click the 'Enabled' tick box and click 'Update'.	
5.	The CDA application will connect and show an empty screen	
6.	Open the CAA application. Navigate to: Setup/User Type	

7.	Select 'Chairman' in the list of 'User Types' and tick 'Display Control'. Please note that the 'Display Control' option is only available if the use of CDA's is licensed in the SW 6000 License file	
8.	Start the CUA application with 'Chairman' User Type and navigate to the 'Display Control' screen in the'Control Menu'. The available CDA displays with status are shown in the top left window. The desired screen to display can be selected by clicking one of the screens in the list 'Available Screens'. Manual/Automatic (Event controlled) selection of screens to display can be selected using the 'Screen Change' buttons. If 'Automatic' is selected, a user can always manually select another screen, however as soon as an event is taking place, the CDA will change screen in accordance with the settings in the 'CDA Configuration'.	

4 Operating Instructions

4.1.1 Starting the CDA

When the CDA is installed, the CDA shortcut for starting the application is placed on the Desktop and in the Windows start menu..

Depending on the options selected during installation a CDA shortcut might have been placed in the 'Startup' folder enabling the CDA to start up automatically when the CDA PC is turned on.

When started up the first time, the display will be blank.

5 CAA - Conference Administrator Application

The Conference Administrator Application (CAA) is the application used by users mainly outside the conference room for creating and maintaining basic conference data such as conferences, delegates, delegate lists and messages etc. The application is also used for configuring the use of the CDA application.

For setting up the SW 6000 to use the CDA application three screens are available:

Function	Screens
For assigning PCs to run the CDAs	Setup/Equipment/Conference Displays (CDA)
For making CDA configurations	Setup/Configurations/CDA Configuration
For selecting the CDA setups to be used when running a conference	Conference/Options

Figure 5.1-A

5.1 Setup/Equipment/Conference Displays (CDA)

This screen is used to configure the Conference Display Applications (CDA).

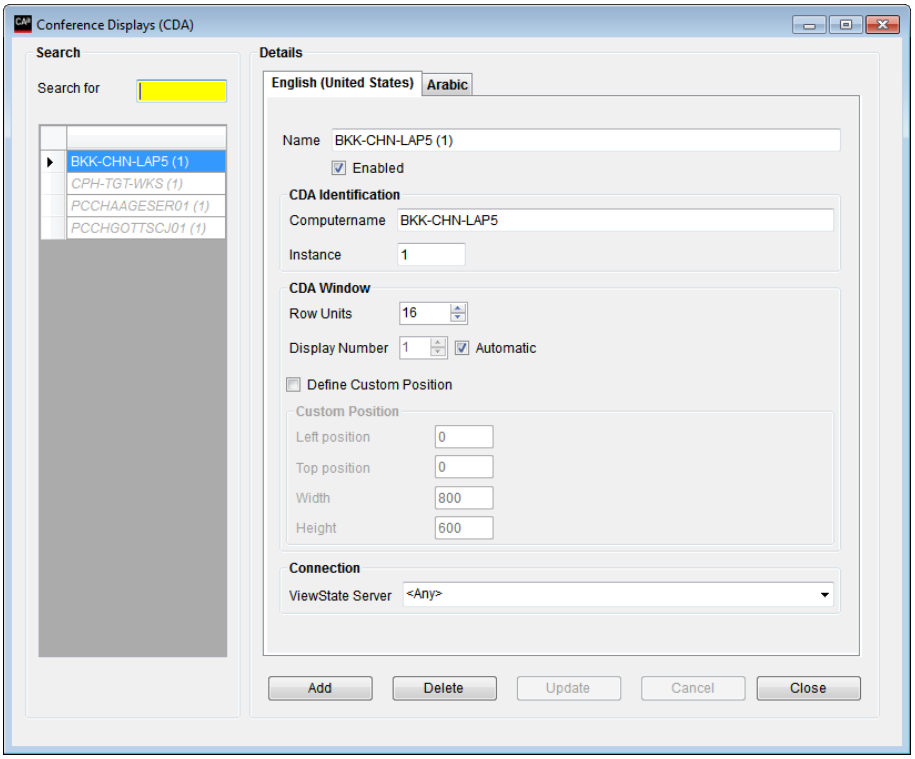


Figure 5.1-A

List of displays The list to the left is showing the displays connected or which has tried to connect to the CUI application.

Up to 16 instances of CDA application running can be configured. Displays which are not 'Enabled' will be greyed out.

Name Name of the CDA application automatically filled in with the PC Name and instance number (in brackets) when adding a new display. The name can be changed to give a more meaningful name like 'Hall Display'.

Enabled When ticked, the selected display is enabled and can be configured and controlled from the CUA application.

CDA Identification This section identifies the PC, running the CDA application. The following fields are filled in automatically when a display is enabled.

Computer Name The name of the PC running the CDA application must be entered.

Instance This is the CDA instance number. Several instances of the CDA application can run on the same PC.

CDA Window This section is used to define the global text size for the display and to define the position of the CDA display on the PC screen.

Row Units This parameter defines the global text size for the displays.

Examples with different row units:

18 row units (default)	

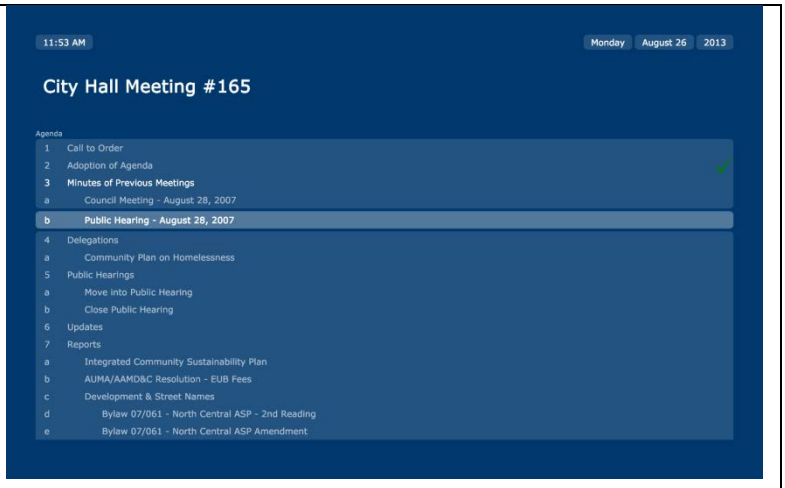
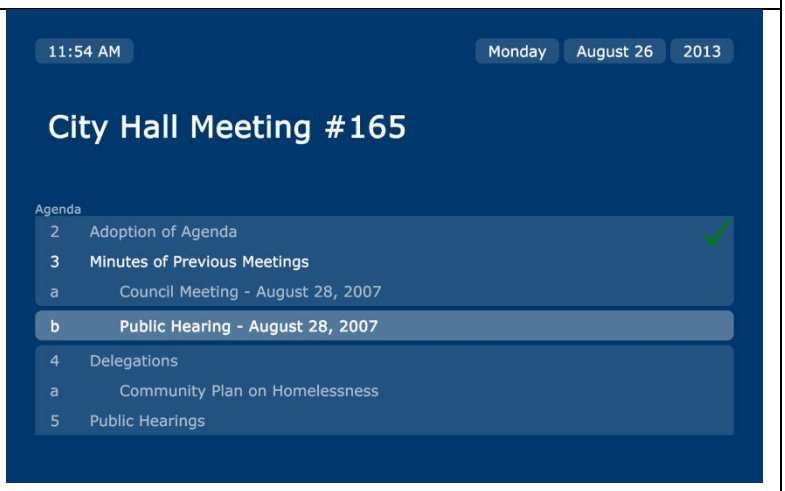
24 row units	
14 row units	

Figure 5.1-B

Display Number This parameter defines the position of the CDA display. As several instances of the CDA application can run on the same PC, then this parameter defines, on which PC display, the CDA is shown.

'Automatic' is default and places instance 1 on display 1, instance 2 on display 2 and so on as long as there are screens available. Hereafter is the CDA's placed on screen 1.

Define Custom Position When un-ticked the CDA display fill run in full screen independent on the resolution and format of the PC screen.

When ticked two options for defining the position and size of the display is possible:

Option: 1-10

The screen is divided horizontal and vertical into 10x10 fields. The size and position of the CDA application is set relative to the screen resolution using 1-10.

Examples:

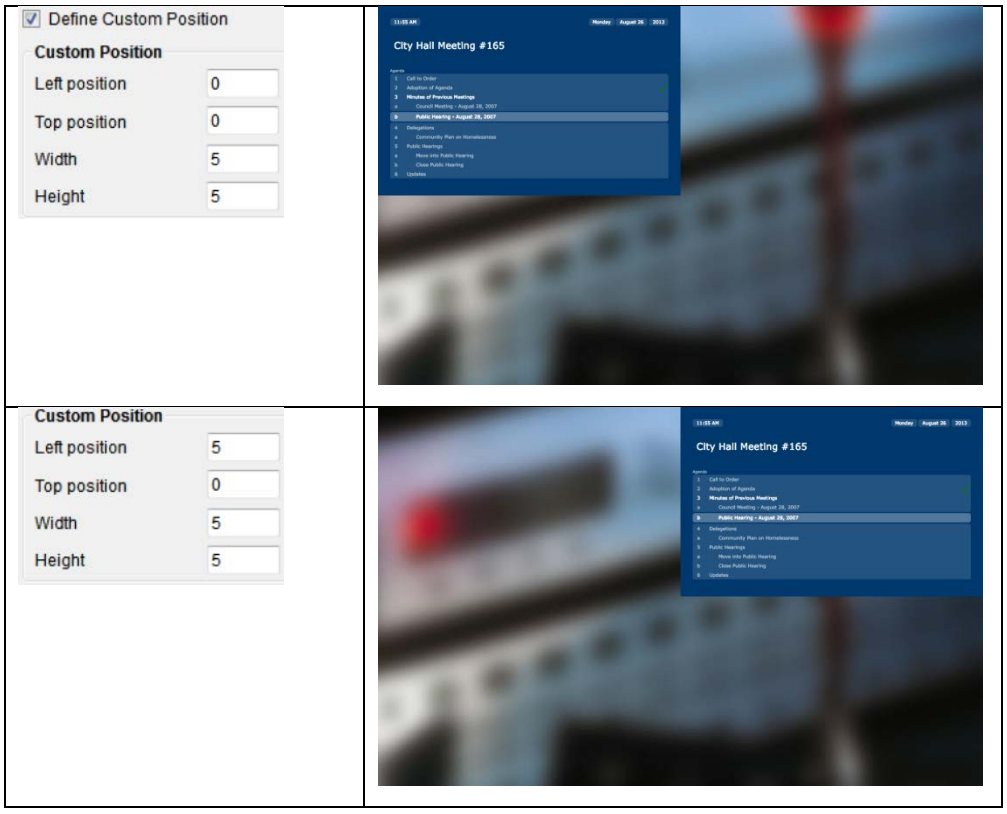


Figure 5.1-C

Option: Exact size in pixels

The size and position of the application is set independently of the screen resolution in pixels.

Example:

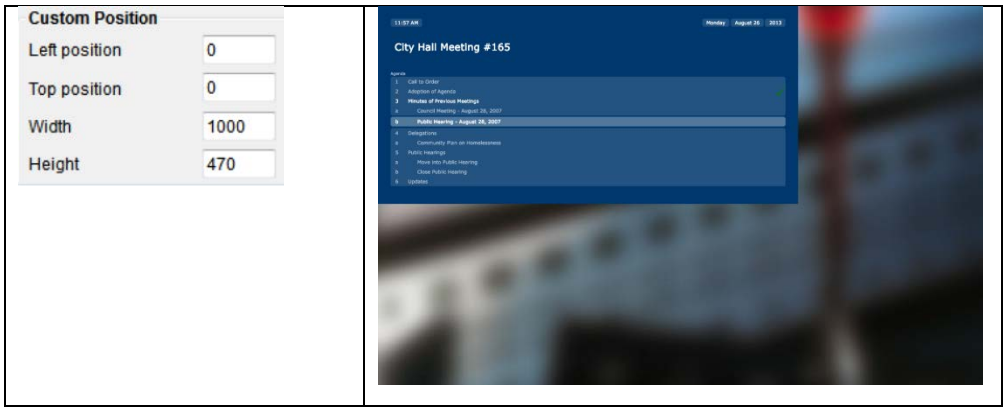


Figure 5.1-D

Connection

The CDA application connects to the CUI application through the VSS Server Application (View State server). The default value is ‘Any’.

This setting is only supposed to be changed in large system using many CDA’s connecting to different VSS and shall not be changed in normal use.

5.2 Setup/Configurations/CDA Configuration

This CDA configuration screen is used to make configurations with different skins, list formats and mimics for use with the CDA displays.

The configurations can be assigned individually to each of the CDA displays in use.

The default configuration is used, when no conference is started.

When a conference is started, the CDA configurations in use are configured in 'Conference Options'.

The event driven change (Automatic) of the CDA displays is also configured in the CDA configuration.

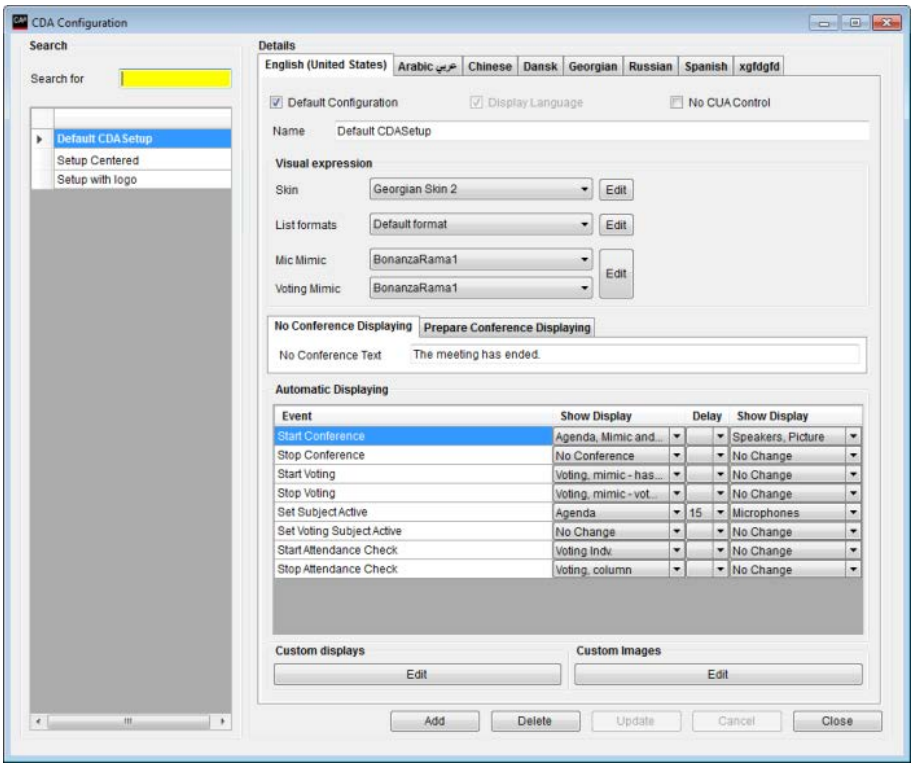


Figure 5.2-A

Default Configuration One configuration must be marked as the default configuration. It is possible to change the configuration and to enable another configuration as the default configuration. It is not be possible to delete a default configuration or a configuration in use.

The default configuration is used when no conference is started

Display Language One display language must be marked. The selected language is used by the CDA on its displays.

No CUA Control When ticked, the display using this configuration cannot be controlled from the CUA

Name Name of the Configuration

5.2.1 Visual expressions

The visual expression of the display can be changed using different skins and list formats.

Skins

A number of predefined skins are available and can be assigned the CDA configuration.

Examples:

Default	
Black and White	
Gray	

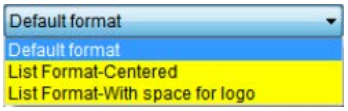
Figure 5.2-B

Editing Skins

All skin can be modified and new skins can be created using the [Edit] button. Please refer to the 'Advanced Configuration' section for details.

List Formats

A number of predefined list formats are available and can be assigned the CDA configuration.



Examples:

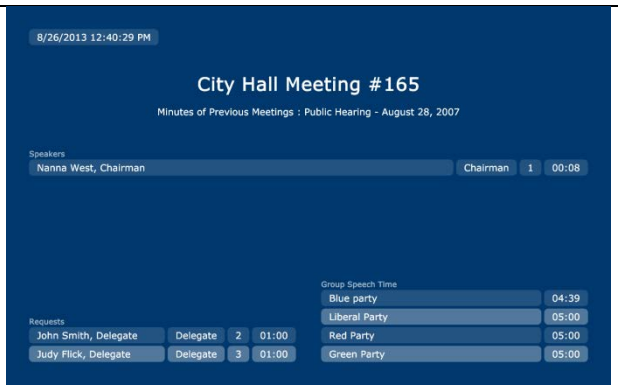
Default	
Centered	
With space for logo	

Figure 5.2-C

Editing List Formats

The list formats can be modified and new formats can be created using the [Edit] button. Please refer to the 'Advanced Configuration' section for details.

Mic Mimic & Voting Mimic The graphics for the 'Mic Mimic' and 'Voting Mimic' displays can be selected using a dropdown box.

The [Edit] button opens the mimic configuration screen: 'CAA/Setup/Configurations/Mimic Configuration'

Please refer to the 'User Manual SW 6005 CAA' for details about configuring the mimic displays.

5.2.2 Text Displaying

No Conference Displaying Text field for inserting a text to be displayed on the 'No Conference' screen

Prepare Conference Displaying Text field for inserting a text to be displayed on the 'Prepare Conference' screen

5.2.3 Automatic Displaying

During a conference it is possible for the CUA user to select an automatic display operation for the CDAs. The setup allows deciding what display to show when a certain event occurs. The events are:

Event	When and where
Start conference	When a conference is selected and started from the CUA Conference screen
Stop conference	When the active conference is stopped from the CUA Conference screen
Select subject active	When a subject is selected and activated on the CUA Agenda screen
Set voting subject active	When a subject with a specified voting configuration is set current and activated on the CUA Agenda screen
Start attendance check	When a attendance check voting session is started from the CUA
Stop attendance check	When a attendance check voting session is stopped from the CUA
Start voting	When a voting session for the active subject is started on the CUA
Stop voting	When a voting session is stopped either automatically on timeout or manually by the user.

If none of the displays shall be used for an event then 'No display' or 'No Change' can be selected.

5.2.4 Custom Displays

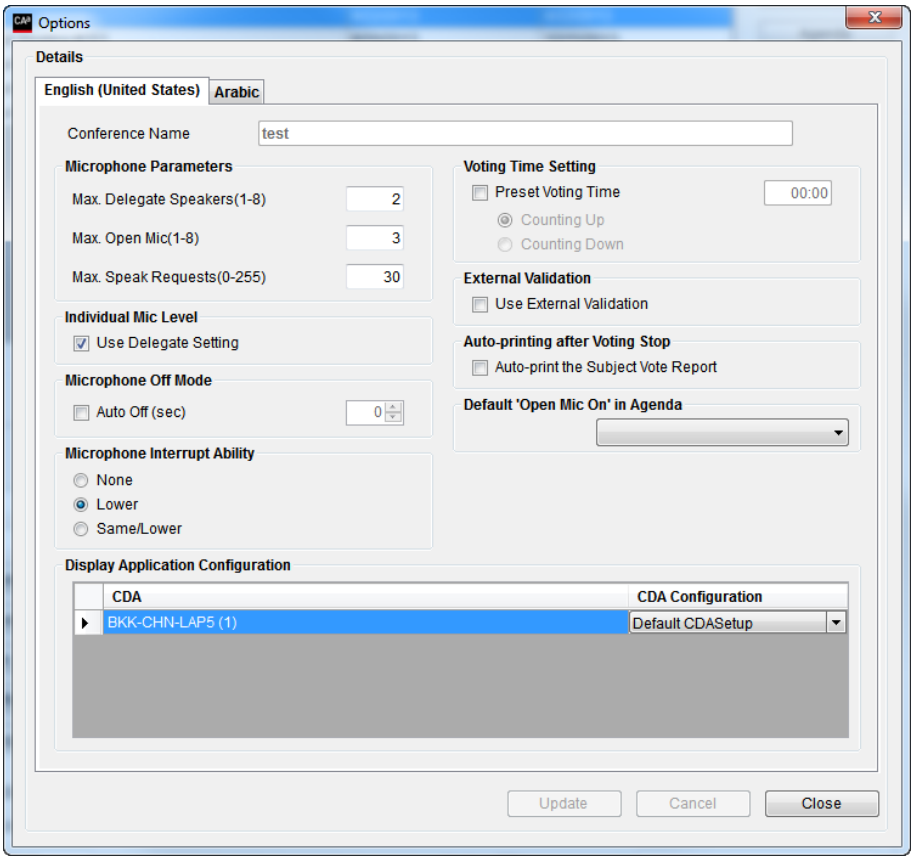
Please refer to the 'User Manual SW 6000 CDA Customized.

5.3 Conference/Options

The 'Conference/Option' button brings the 'Option' popup, which is used to set operation settings of the system used when starting the Conference.

Only the 'Display Application Configuration' is explained in this manual.

Please refer to the 'CAA – User Manual' for other configuration options on this screen



5.3.1 Display Application Configuration

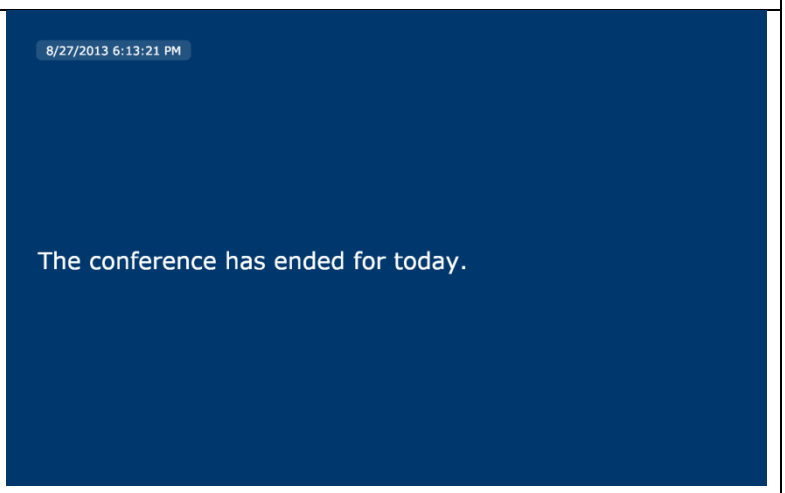
Up to 16 CDA applications can be controlled by the system. It is possible to assign a configuration to each of them, which will apply when the conference is started.

The default CDA configuration is assigned to the CDAs, when a conference is added. It is then possible to change the configuration for a CDA using a drop down list showing the available configurations created in 'Setup/Configurations/CDA Configuration'.

When starting a conference the 'CDA Configuration' specified in the 'Conference Options' is used. When stopping a conference, the CDA configuration marked as 'Default Configuration' will be used.

6 CDA Standard displays

The following standard displays are available and will be shown, when selected in the 'CUA Display Control' screen.

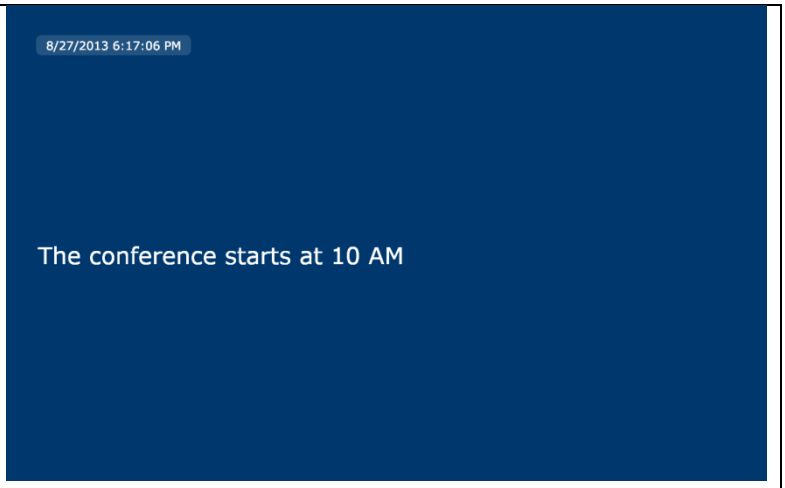
6.1 No Display This display shows no information, but shows only the background color and background image.	
6.2 No Conference This conference screen is normally used when the conference is stopped. The screen will show the 'No Conference' screen on the CDA's with the text entered in the 'No Conference' field in the 'CDA configuration' active for the CDA application.	

6.3 Prepare Conference

Before a conference is started it might be desirable to show some information on the CDA display.

Activating the button [Prepare Conference] in the 'CUA Conference' screen will show the 'Prepare Conference' screen on the CDA's with the text entered in the 'Prepare Conference' field in the 'CDA configuration' marked as 'Default Configuration'.

The screen can also be activated in the 'CUA Display Control'.



6.4 Agenda

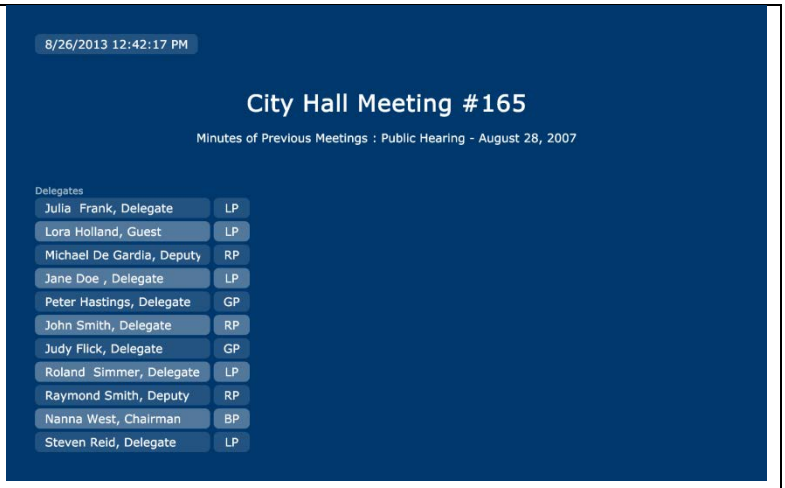
The agenda display shows the 'Conference name' and the 'Agenda' with the current subject highlighted.

A 'Red' or 'Green' indication shows the result of a voting on the subject (Green=approved, Red=not approved).

If there are more subjects on the agenda than it is possible to show on a single screen, then the list will be scrolled so that the highlighted subject is shown around the middle of the screen.

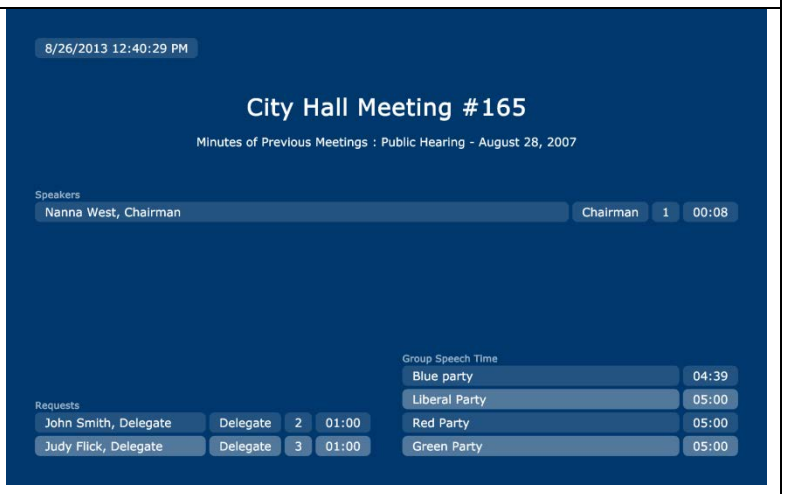
6.5 Logged In

The screen shows all delegates logged into the conference.


8/26/2013 12:42:17 PM
City Hall Meeting #165
Minutes of Previous Meetings : Public Hearing - August 28, 2007
Delegates
Julia Frank, Delegate LP
Lora Holland, Guest LP
Michael De Gardia, Deputy RP
Jane Doe , Delegate LP
Peter Hastings, Delegate GP
John Smith, Delegate RP
Judy Flick, Delegate GP
Roland Simmer, Delegate LP
Raymond Smith, Deputy RP
Nanna West, Chairman BP
Steven Reid, Delegate LP

6.6 Microphones

The microphone screen shown the 'Speakers list', the 'Request list' and the 'Group Speech Time' if a group speech time is active.

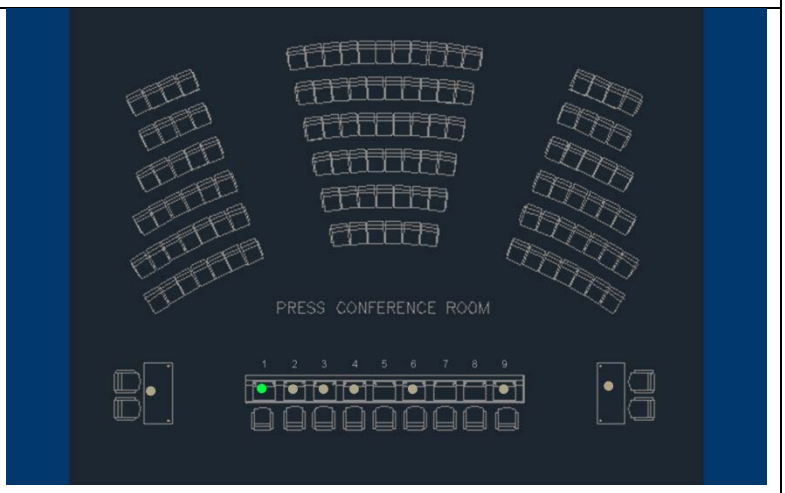

8/26/2013 12:40:29 PM
City Hall Meeting #165
Minutes of Previous Meetings : Public Hearing - August 28, 2007
Speakers
Nanna West, Chairman Chairman 1 00:08
Requests
John Smith, Delegate Delegate 2 01:00
Judy Flick, Delegate Delegate 3 01:00
Group Speech Time
Blue party 04:39
Liberal Party 05:00
Red Party 05:00
Green Party 05:00

6.7 Mic Mimic

The background is the background of the CDA skin if the 'Mic Mimic' bitmap size is different from the resolution of the CDA display.

The colored dots are updated exactly as they are on the CUA Mimic diagram for microphone management status.

Texts such as 'Conference name' or 'Agenda Subject' name are not shown on the 'Mic Mimic' display.



6.8 Voting List

The 'Conference name' and 'Subject name' are shown above the graphics.

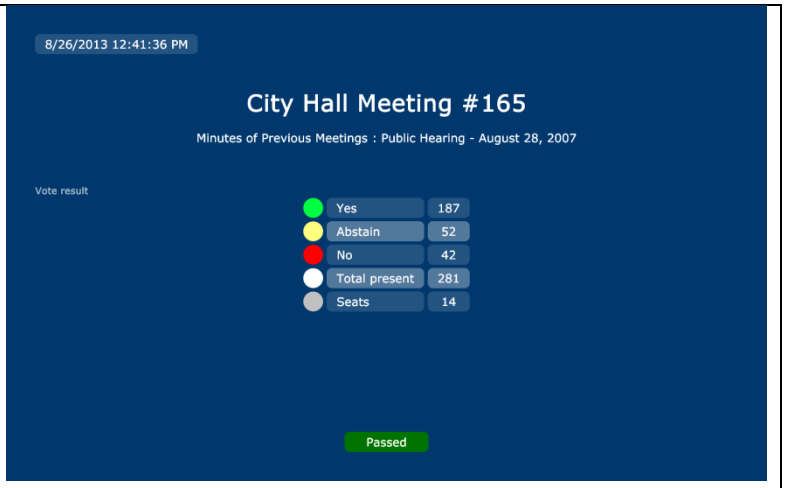
If the 'Delegate Interim Result' and 'Chairman Interim Result' options have been selected in the 'CAA/Setup/Configurations/Voting Configuration' then the results are shown and adjusted during a voting session. The display will be updated every second.

If a preset voting time has been set for the session then the duration is shown and the elapsed or remaining time is shown counting up or down.

If 'Manual stop' has been selected then the duration label and time is not shown and the elapsed time will be shown regardless of the elapsed/remaining setting.

The result is displayed as shown with the text 'Passed' or 'Not passed' displayed in clear green or red colour respectively instead of the duration and elapsed/remaining time information.

If a result does not exist then a 0 (zero) is shown.



6.9 Voting Graphic

The 'Conference name' and 'Subject name' is shown above the graphics.

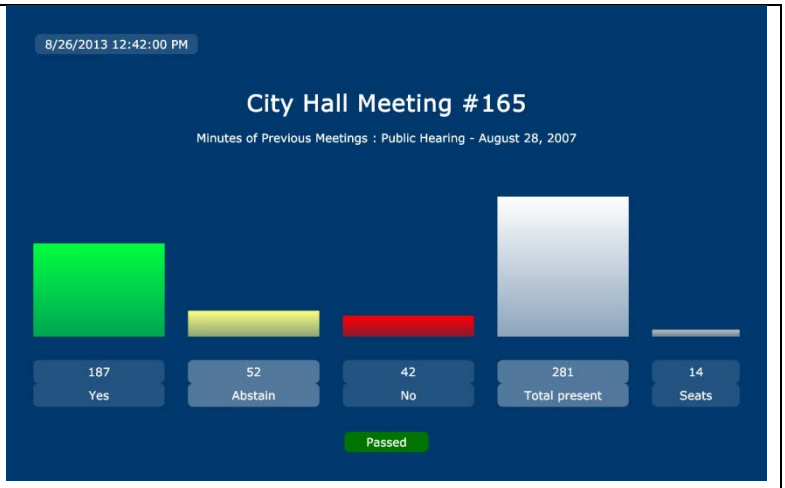
This display is presented during the voting session.

If the 'Delegate Interim Result' and 'Chairman Interim Result' options have been selected then the coloured columns are shown and adjusted during a voting session with the result below. The displays are updated every second. If interim has not been selected then no columns are shown.

If a preset voting time has been set for the session then the duration is shown and the elapsed or remaining time is shown counting up or down.

If 'Manual stop' has been selected then the duration label and time is not shown and the elapsed time will be shown regardless of the elapsed/remaining setting.

When the voting session is stopped is the result displayed with the text 'Passed' or 'Not passed' shown in green or red color respectively instead of the duration and elapsed/remaining time information.



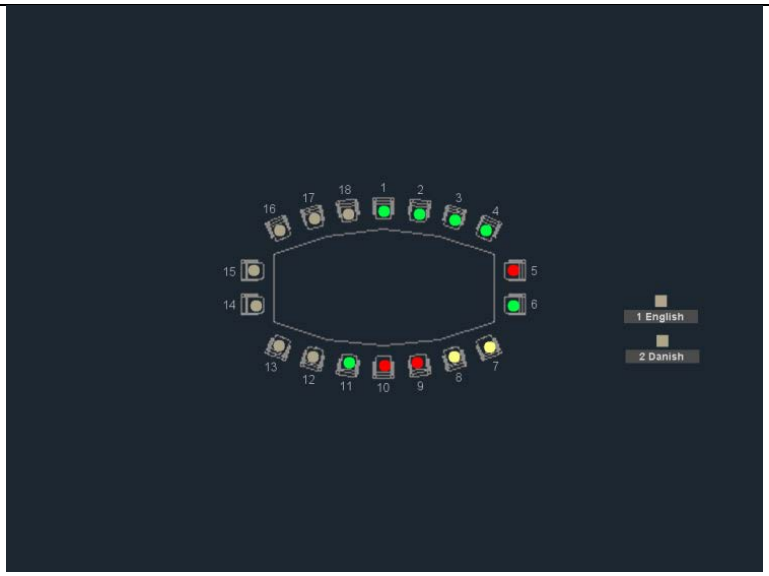
6.10 Voting Mimic

The users watching this mimic are usually placed in the hall.

The background is black if the mimic bitmap is smaller than 1024x768.

The coloured dots are updated exactly as they are on the CUA Mimic diagram for microphone management status.

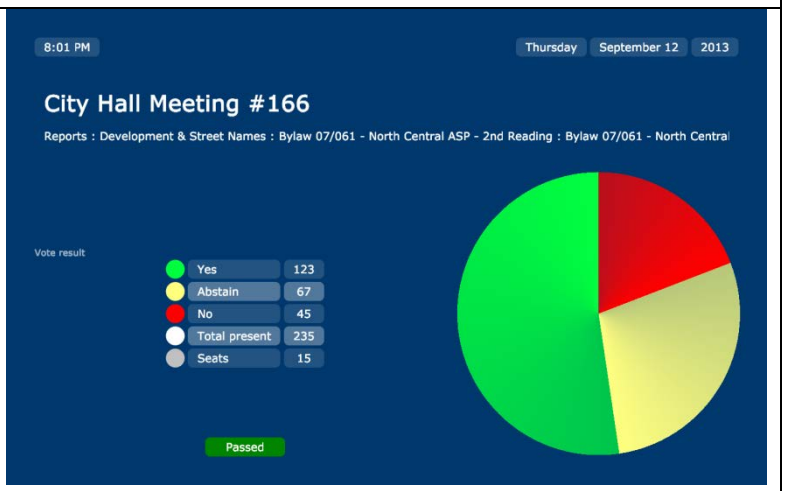
Texts such as 'Conference name' or 'Subject' name are not shown on the 'Voting mimic' display.

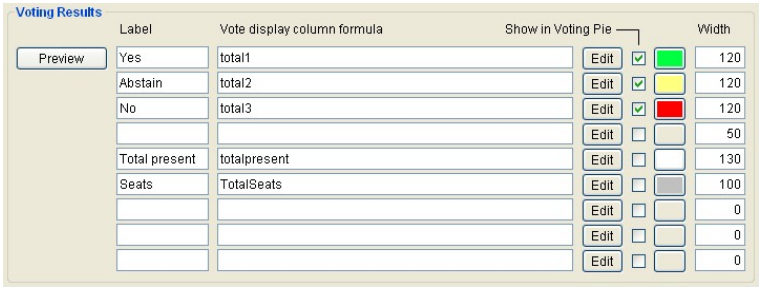


6.11 Voting Pie

The information to be displayed is configured in the 'CAA/Setup/Configurations/Voting Configuration. The columns 'Vote display column formula' and 'Label' determine what voting results are being shown and their labels on the display.

Only those voting results that have a check mark in the 'Show in Voting Pie' column will be represented in the pie chart.

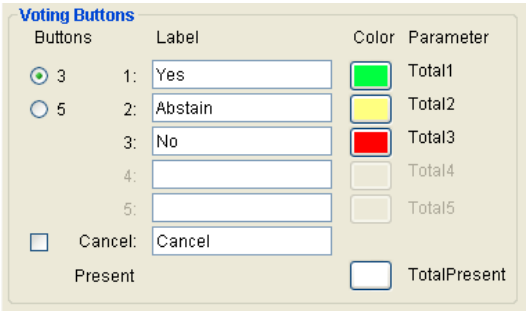

8:01 PM
Thursday September 12 2013
City Hall Meeting #166
Reports : Development & Street Names : Bylaw 07/061 - North Central ASP - 2nd Reading : Bylaw 07/061 - North Central
Vote result
Yes 123
Abstain 67
No 45
Total present 235
Seats 15
Passed



6.12 Voting Individual

The display below is shown when 'Voting Indv.' is selected in the 'CUA - Display Control'.

The display shows an example of displaying individual voting results. The colours showing individual voting results are using the colours specified in the 'CAA/Setup/Configurations/Voting Configuration'.



TotalPresent is the value supplied from the Attendance check. The coloured dot representing the TotalPresent value, is replaced by one of the other 5 colours if a voting is done.

If the Interim result display options are selected then the dot colours are updated when the vote is registered.

If Secret Voting option is selected then no results is shown.

7 CUA - Conference User Application

The Conference User Application (CUA) is the software used by people inside the conference room who are attending or running the conference.

For selecting the display to show on the available CDA application a menu item called 'Display Control' is available in the sub-menu 'Control Menu'. The menu item is available if the user type is configured to show this menu. (See the later section CAA – Conference Administrator Application.)

7.1 Conference

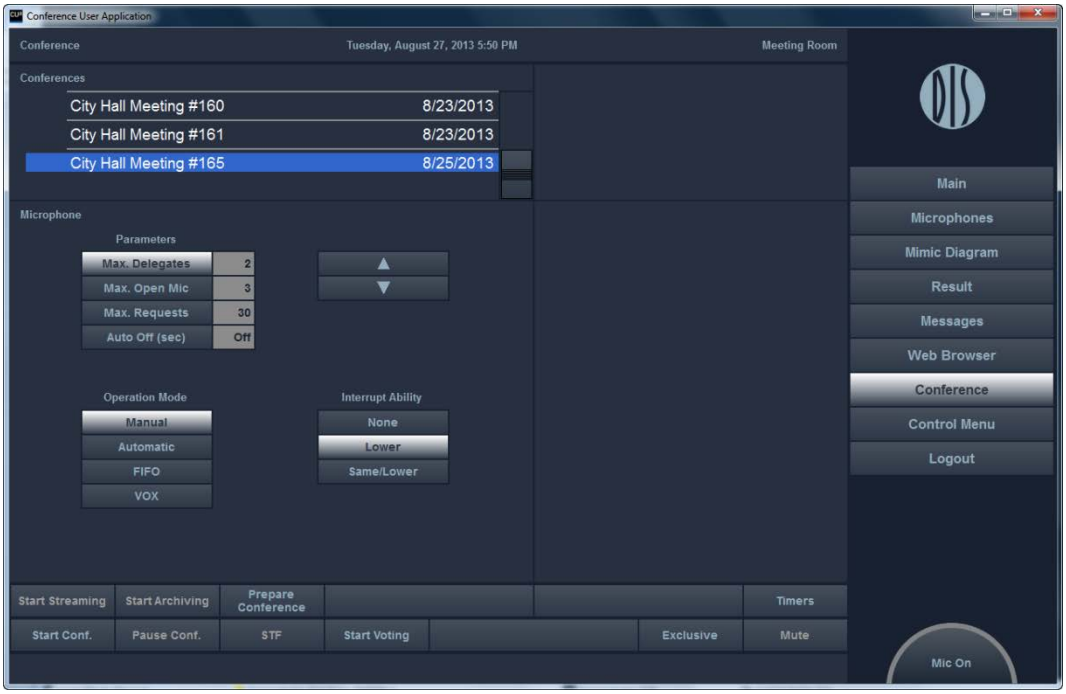


Figure 7.1-A

[Prepare Conference] The Conference screen in the CUA is used to start a conference. However before a conference is started it might be desirable to show some information on the CDA display. Activating the button [Prepare Conference] will show the 'Prepare Conference' screen on the CDA's with the text entered in the 'Prepare Conference' field in the 'CDA configuration' marked as 'Default Configuration'.

7.2 Display Control

This screen allows the user to select the display to show on each of the connected CDA applications.

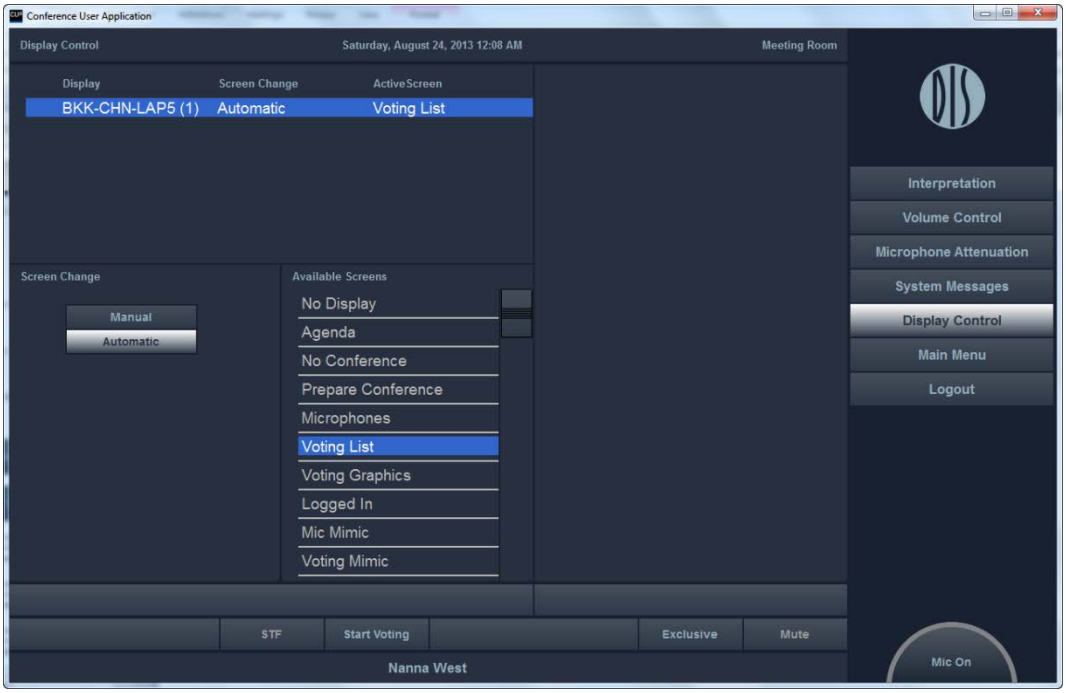


Figure 7.2-A

The available CDA displays with status are shown in the top left window.

The desired screen to display is selected by clicking one of the screens in the list 'Available Screens'.

[Manual/Automatic] When automatic is selected event controlled change of screens to display is performed.

When 'Automatic' is selected, a user can always manually select another screen, however as soon as an event is taking place, the CDA will change screen in accordance with the settings in the 'CDA Configuration'.

The configuration of the event controlled change of screens is done in the CAA in Setup/Configurations/CDA Configuration.

8 Advanced Configuration

8.1 Skins

8.1.1 Creating Skins

Skins are created using the built in skin editor in the CDA application

Open the CDA application and using the CUA select a display with the skin, which shall be modified.

Right clicking on the screen will bring the Edit menu,

Clicking anyplace on the CDA outside the popup will close the popup

.

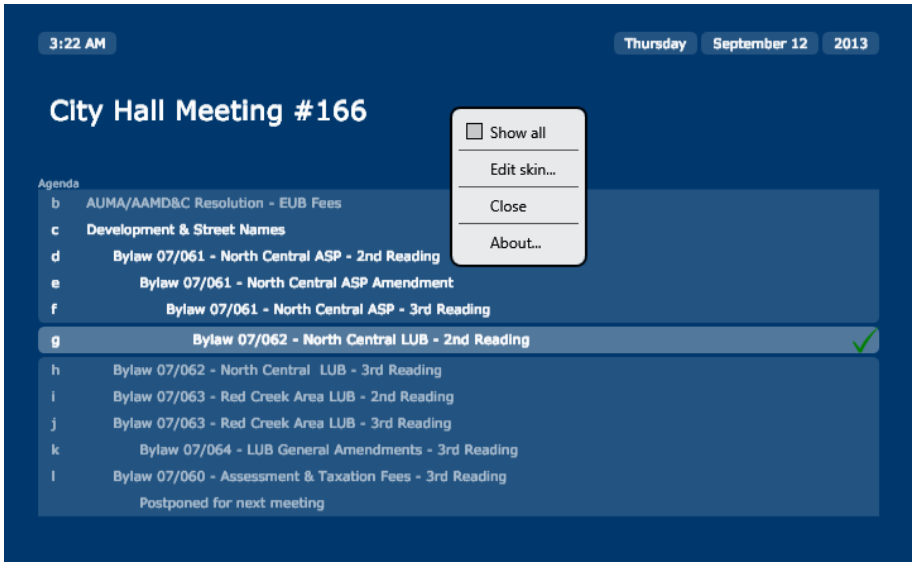

3:22 AM
Thursday
September 12
2013
City Hall Meeting #166
Show all
Edit skin...
Close
About...
Agenda
b AUMA/AAMD&C Resolution - EUB Fees
c Development & Street Names
d Bylaw 07/061 - North Central ASP - 2nd Reading
e Bylaw 07/061 - North Central ASP Amendment
f Bylaw 07/061 - North Central ASP - 3rd Reading
g Bylaw 07/062 - North Central LUB - 2nd Reading
h Bylaw 07/062 - North Central LUB - 3rd Reading
i Bylaw 07/063 - Red Creek Area LUB - 2nd Reading
j Bylaw 07/063 - Red Creek Area LUB - 3rd Reading
k Bylaw 07/064 - LUB General Amendments - 3rd Reading
l Bylaw 07/060 - Assessment & Taxation Fees - 3rd Reading
Postponed for next meeting

Figure 8.1-A

Show all Shows all standard screen on one screen. This command uses a significant amount of PC processor resources and depending on the PC used; the screens might not be shown correctly.

Close Closes the CDA application

Edit Skin Clicking 'Edit Skin' brings the Skin Editor

Figure 8.1-B

Using the skin editor the properties of the skin can be changed. Any change made in the editor is instantly visible on the CDA display.

All skin editor menu items can be expanded showing the configuration options available.

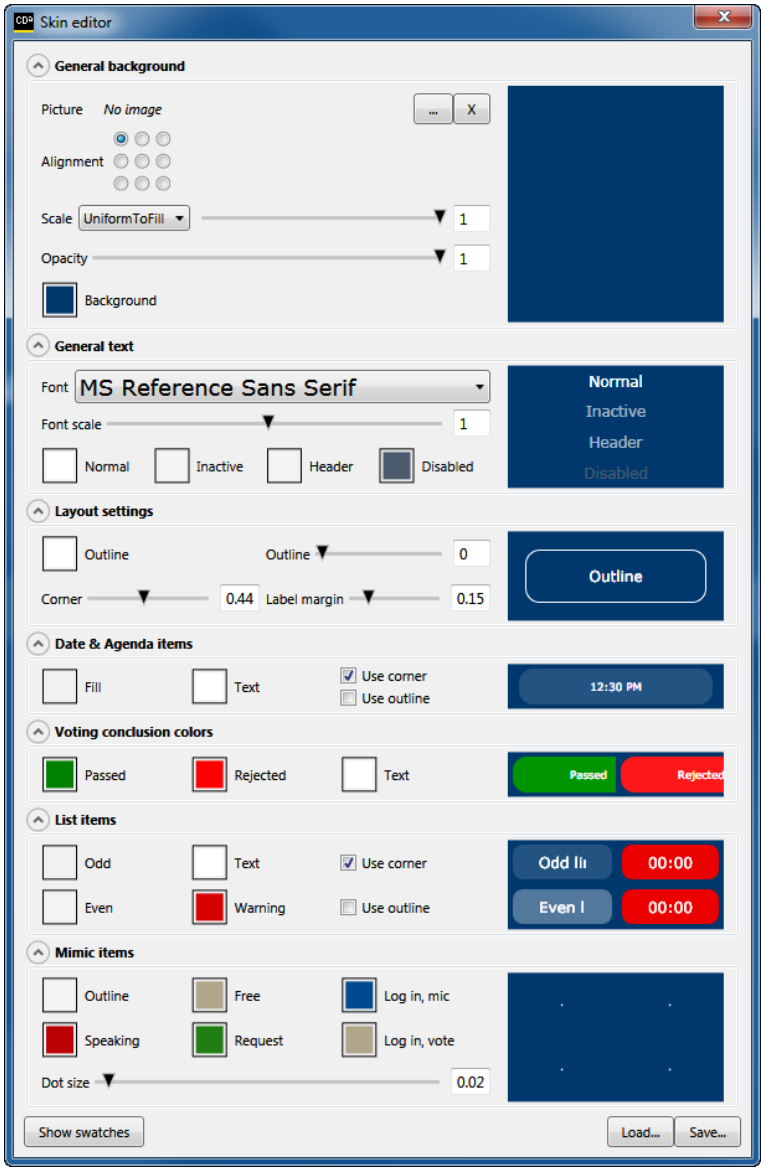


Figure 8.1-C

[Show swatches] Brings the swatch popup, where color schemes can be created and saved

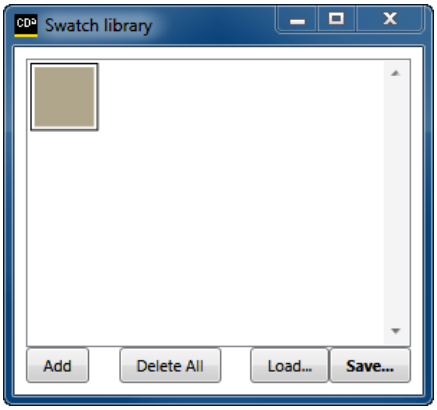


Figure 8.1-D

[Add]	Adds a swatch
[Delete All]	Delete all swatches
[Load]	Loads a saved set of swatches
[Save]	Saves a set of swatches,

[Load] Loads a saved skin

[Save] Saves the created skin,

When all modifications to the skin has been made the skin must be saved. If the skins is not saved the changes are removed, next time the display is changed.

The skin can be saved to any folder using the standard windows 'Save as' dialog. The saved skin, which is in XML format, can the be imported to SW 6000 using the 'Edit' option in the CAA/Configuration/CDA Configuration screen

8.1.2 Edit skins

The CDA configuration screen gives to options for utilizing the created skins.

.

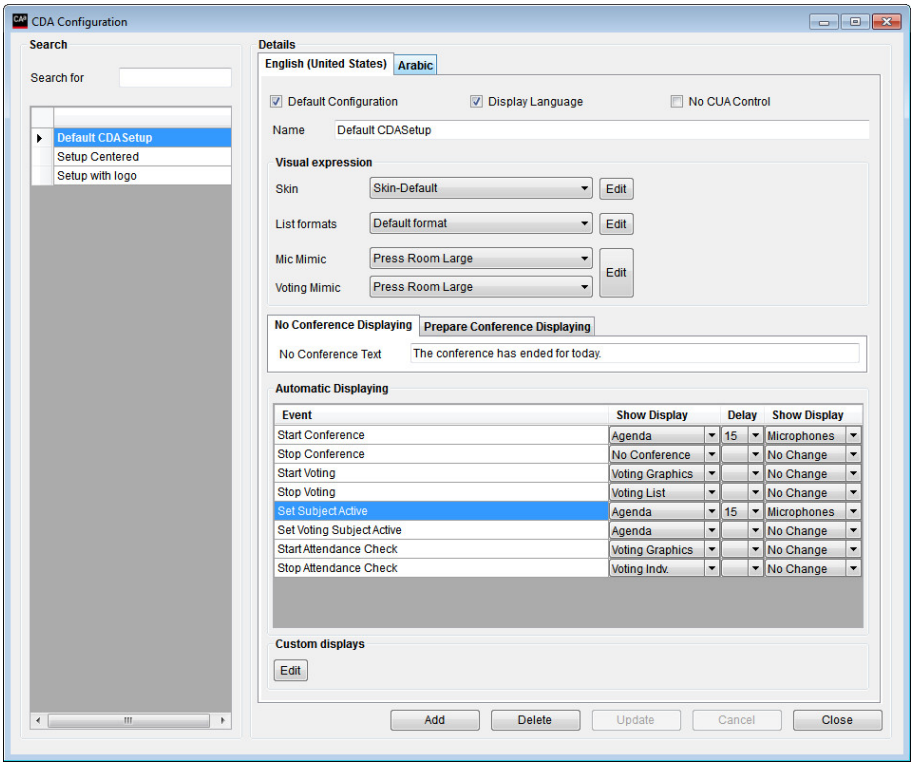
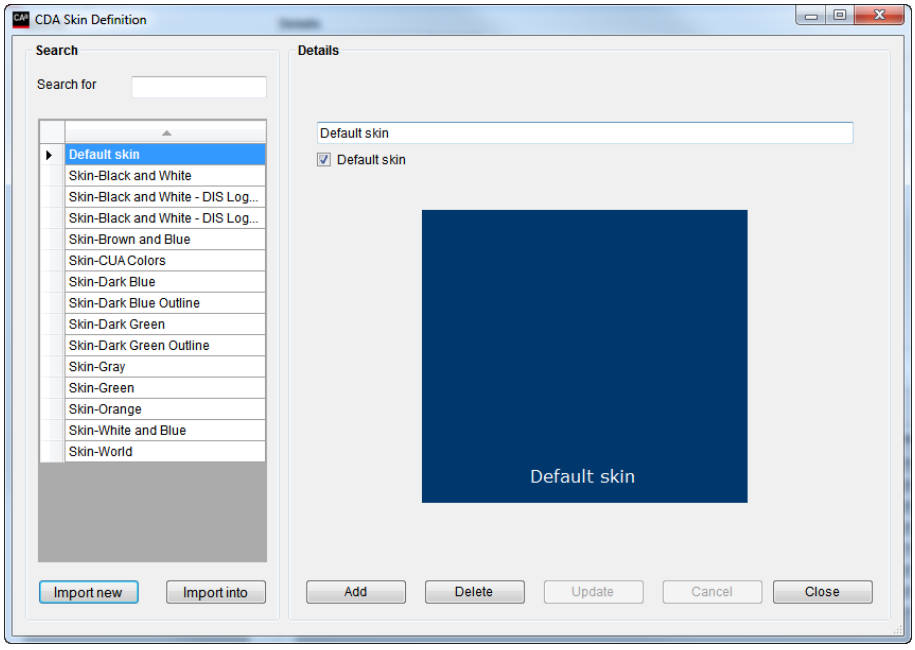


Figure 8.1-E

[Edit] Skin

Clicking the [Edit] brings CDA skin definition screen



This screen shows a list of all available skins as well as a window to pre-view the background color of the selected skin.

Default skin The skin marked a default is used as 'template' ved adding a new skin using the [Add] button. The default skin is also used as default when adding a new CDA Configuration

[Import new] Clicking this button brings the open file dialog, where a saved skin can be imported. The imported skin, will be imported as a new skin

[Import into] Clicking this button brings the open file dialog, where a saved skin can be imported. The imported skin will be imported into an existing skin overwriting the previous skin.

[Add] Adding a new skin based on the default skin. A name for the new skin must be supplied.

8.2 List Formats

8.2.1 Edit Lists

The CDA configuration screen gives to options for editing the List formats used for the CDA Configurations.

.

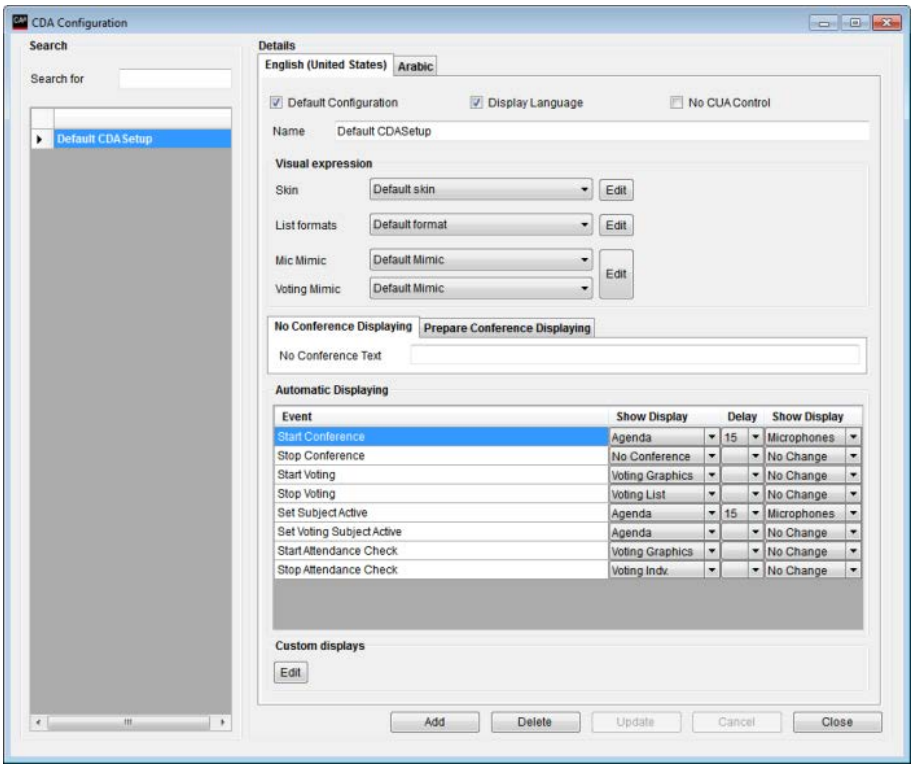
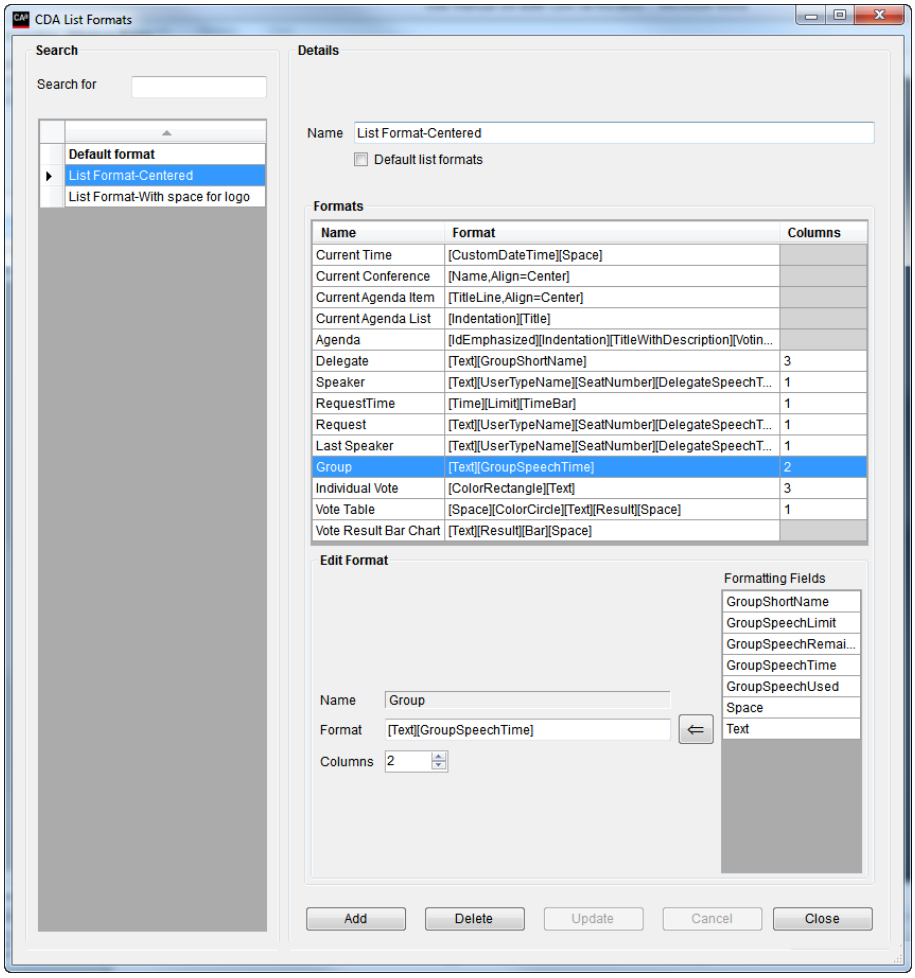


Figure 8.2-A

[Edit] Format

Clicking the [Edit] brings CDA skin definition screen



This screen shows a list of all available List Formats created. .

Name Name of the List Formats

Default list format The list format marked as default is used as 'template' when adding a new list format using the [Add] button. The default list format is also used as default when adding a new CDA Configuration

Formats, Name Name of the predefined formats (elements). All the standard CDA screens are built using those named elements.

Formats, Format Each of the formats can be modified by selecting Name and then make changes in the 'Edit Format' part of the screen

Edit Format – Format

This field shows the already configured 'Formatting field' options for the format. Using the 'Arrow' additional 'Formatted fields' can be assigned to the format or fields can be deleted.

For more information about using 'Fields' and formation of those filed please refer to 'User Manual CDA v 6.0 Customized'.

Note. When changing a format (element) those changes will be applied to all standard CDA screens using this element in the list format.

Formats, Columns Defines the number of columns to be shown for each of the elements.

Edit Format – Columns

Used to change the number of columns for an element

Note. When changing a format (element) those changes will be applied to all standard CDA screens using this element in the list format.

8.3 Custom Displays

The CDA configuration screen gives the options for creating customized displays by clicking the [Edit] in the 'Custom Displays' section.

Please refer to 'User Manual SW 6090 CDA Customized ver 6.2' for making customized displays.

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